

TITLE 1700 - CIVIL RIGHTS

Black Hills Supplement No. 3

<u>Superseded Pages</u>	<u>New Pages</u>	<u>Place at End of Chapter</u>
1704--1 thru 1704--3, BH Supp #1, 5/81 1704--4, BH Supp #2, 5/83 1704--5 thru 1704--7, BH Supp #1, 5/81	1704--1 thru 1704--9	1700

Digest: Revises entire supplement to reflect updated functions and responsibilities of the Forest's Civil Rights organization.

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Forest Supervisor

TITLE 1700 - CIVIL RIGHTS

1704 - RESPONSIBILITIESBLACK HILLS CIVIL RIGHTS COMMITTEE CHARTER

The Black Hills Civil Rights Committee is organized in accordance with the provisions of FSM 1704.

The Committee will function under the overall leadership, direction and guidance of the Forest EEO Officer (the Forest Supervisor). The Forest Supervisor has delegated these responsibilities to the Civil Rights Coordinator (the Forest Administrative Officer).

The Committee will be drawn from various organizational levels within the Forest, to provide for representation from different grade levels and minority groups.

In order that the Committee may have the advice, knowledge and assistance of special field and subject-matter specialists necessary to carry out its functions, the Committee may consult with any individual employee or group of employees on the Forest regarding the Civil Rights Program.

The overall function of the Civil Rights Committee is to guide and assist the Forest Supervisor on all matters related to the Forest Civil Rights Program by:

1. Recommending the organizational structure for the Forest's Civil Rights Program and formulating appropriate bylaws to indicate committee functions, organization, selection of membership, time and location of meetings, and to provide a channel of communication from employees to the Forest Supervisor.
2. Formulate and monitor implementation of Forest's annual Civil Rights Plan.

The Chairperson of the Civil Rights Committee will have the responsibility and authority to coordinate the activities of the Civil Rights Committee with the Civil Rights Coordinator and all regular and ex-officio committee members. The responsibilities of the chairperson will include the following at a minimum:

- A. To provide leadership and direction to the Civil Rights Committee.

- B. To assure that committee bylaws are established in accordance with law and regulation and are updated as needed.
- C. To represent the Civil Rights Committee as spokesperson or to designate an acting chairperson in his/her absence.
- D. To assist line managers and staff in accomplishing civil rights related projects/needs not specified in the annual Civil Rights Plan.
- E. To assist, coordinate, and follow-up on projects initiated by the Civil Rights Committee, and to report progress at each regular meeting.
- F. To prepare the committee meeting agenda, minutes, and special reports, and to assure distribution to all concerned in the Civil Rights Organization.

The responsibilities of the regular committee members include the following:

- A. To vote on issues presented to a quorum of members.
- B. To assist the chairperson in the accomplishment of responsibilities under the charter, the bylaws, and in projects undertaken by the committee as a whole.
- C. To advise supervisors of their responsibilities required by membership and to work in a positive manner to resolve any potential conflicts between regular work assignments and additional EEO duties.
- D. To act as representatives for employees of their respective units/staffs by explaining Forest Civil Rights activities and programs, obtaining employee input for Civil Rights meetings and participation in formulation, execution, and monitoring of Civil Rights Plan.

The responsibilities of ex officio members are the same as for regular members, except for voting rights; in addition, they will perform assignments given by the EEO Officer or Civil Rights Coordinator related to their specialized roles and functions and will report on their work to the committee as a whole as needed and appropriate in the furtherance of the accomplishment of Civil Rights objectives and action items.

EXHIBIT 1

Black Hills Civil Rights Committee Bylaws.

Article I: Name - The name of this group shall be the "Black Hills Civil Rights Committee."

Article II: Function - The Civil Rights Committee will assist, as requested or directed, the Equal Employment Opportunity Officer (Forest Supervisor) and the Civil Rights Manager (Administrative Officer) in accomplishing the Forest Civil Rights Program.

The functions will also require the following of the members and the Committee as a whole:

- A. To be knowledgeable of the current status of Civil Rights activities, and specifically R-2 and Forest activities and requirements.
- B. To assist and/or participate in Civil Rights training.
- C. To assist in providing a channel of communication between employees and the Forest Supervisor and/or the EEO Counselors.
- D. To identify concerns, objectives, and action items to enhance the Civil Rights program through the formulation of the annual Forest Civil Rights Affirmative Action Plan.
- E. To implement and monitor the Forest's Affirmative Action Plan, providing appropriate feedback to the Forest Supervisor and other Forest employees.

Article III: Membership, Selection and Appointment, and Terms of Service

Membership will consist of eight members. The composition will be from representative grades and areas.

- 1. District Rangers or Center Director
- 2. District Support Services Specialist
- 3. S.O. Personnel, Grade 7 and Below
- 4. Northern Area Representative (BL, NE, SP, NZ)
- 5. Boxelder Staff
- 6. Southern Area Representative (PA, CU, EM, HA,)
- 7. S.O. Personnel, Grade 8 and Above
- 8. Union Representative

All members will serve two year terms, concurrently with the fiscal year. Members may not serve consecutive terms.

Ex officio Members:

EEO Officer
Civil Rights Manager
Personnel Officer
EEO Counselors
Federal Women's Program Manager
Native American Program Manager
Concern Program Coordinator

Ex-officio members are not entitled to vote.

Appointment to the committee will be made by the Forest Supervisor upon recommendation by the Civil Rights Committee.

When unplanned vacancies occur, the Forest Supervisor will appoint a new member to complete the unexpired term.

The Forest Supervisor will appoint the chairperson.

Upon coordination and approval by the chairperson, a portion of meetings may be set aside for discussion with visitors wishing to meet with the Committee. Guests will submit a brief summary of the topic they wish to discuss to the chairperson prior to the meeting.

Article IV: Meetings

- A. The regular meetings will be held the second Tuesday of each quarter to be held in October, January, April, and July of each fiscal year.
- B. Special meetings will be held as determined necessary by the chairperson.
- C. Four voting members present shall constitute a quorum. Regular members of Civil Rights Committee have voting rights.
- D. The committee chairperson will establish and transmit to committee members the agenda in advance of all meetings. Suggestions from the committee members will be solicited.
- E. A recording secretary will be provided by the committee. Minutes will be taken and submitted to the chairperson for review. Copies will be made and given to Forest Supervisor by chairperson on a timely basis. Forest Supervisor will distribute a copy for posting on subunit bulletin boards.

A permanent record of the meetings will be maintained by the Committee Chairperson.

Article V: Amendments

These bylaws may be amended at any regular meeting by a two-thirds vote or by a mail vote with two-thirds vote of all members in favor of the amendment. Proposed amendments must be presented in writing to members prior to the meeting by the proponent through the chairperson.

CIVIL RIGHTS DUTIES AND RESPONSIBILITIES

EQUAL EMPLOYMENT OPPORTUNITY OFFICER: (EX OFFICIO MEMBER)

The Forest Supervisor is the Forest EEO Officer. He exercises leadership over the EEO Program and provides policy direction for the Forest EEO Program.

The EEO Officer shall assist in carrying out the agency's EEO Program in activities under the Regional Forester's jurisdiction. Functions in support of the EEO Program will involve the affirmative action aspect of the program as well as the processing of complaints of discrimination.

CIVIL RIGHTS MANAGER: (EX OFFICIO MEMBER)

Coordinates all activities in the Administrative Services Program, Manpower and Youth Programs, Title VI and Direct Programs, Federal Women's Program, Native American Program, and other activities to meet the special problems of all ethnic minorities and women in and around the Black Hills National Forest.

The Manager will provide advice and assistance in the implementation of the EEO Program, and will assist the EEO Officer to accomplish those items outlined by the Civil Rights Plan.

The Coordinator will monitor, evaluate, and provide accomplishment information on the Civil Rights Plan, and will assist and/or participate in Civil Rights training. The Coordinator will provide a channel of communication between the committee and the Forest Supervisor. Serves an indefinite term.

EEO COUNSELORS: (EX OFFICIO MEMBERS)

Counselors shall establish and maintain an open and sympathetic channel through which employees may raise questions, discuss grievances, and, when possible, obtain a resolution of problems dealing with equal employment opportunity on an informal basis. Counselors will report on EEO matters to the EEO Officer, and submit recommendations regarding the status of, and means for improving, the EEO Program. Serves an indefinite term.

All counseling is kept confidential.

FEDERAL WOMEN'S PROGRAM MANAGER: (EX OFFICIO MEMBER)

The Federal Women's Program Manager must maintain contact with the Forest Supervisor or Administrative Officer on matters relating to women such as current and emerging problems, adequacy and availability of training, and possible opportunities for advancement. The Manager will serve as consultant on the development of new or revised personnel programs affecting women employees or applicants. Develops an annual or bi-annual action plan, outlining concerns, objectives, and action items of the Forest FWPM. Serves a three year term.

NATIVE AMERICAN PROGRAM MANAGER: (EX OFFICIO MEMBER)

Provides advice and assistance on the special employment concerns of Native American people, and on the necessary actions required to effectively accomplish the goals of the program. The duties of the Native American Program Manager are essentially the same as those shown above for the Federal Women's Program Manager except that the target group is Native Americans rather than women. Serves a three year term.

CONCERN PROGRAM COORDINATOR: (EX OFFICIO MEMBER)

This program includes advice on alcoholism, drug, emotional, financial, legal, or family problems that are affecting job performance. Counseling and referral is also available to family members.

The Program Coordinator will ensure that employees with problems are given every opportunity to obtain assistance, and will discuss the nature of the problem and alternative solutions with the employee in complete confidence. Referral to appropriate community resource for treatment or other assistance will be given, and a continuing followup of each case will be done as necessary. Serves an indefinite term.

All inquiries and referrals are kept confidential.

MANAGERS AND SUPERVISORS:

All managers and supervisors are responsible for supporting and carrying out the Civil Rights and EEO Programs on their units and by accomplishing specific objectives contained in the Forest's Affirmative Action plan.

They shall provide equal opportunity for all employees or applicants in placement, promotion, training, reassignments, details and working conditions. Supervisors should also provide career counseling to all employees as requested.

UNION AND OTHER EMPLOYEE GROUPS:

Unions and other employees groups are expected to adhere to all federal acts and regulations prohibiting discrimination, and to Chapter 71 of the Civil Service Reform Act wherein exclusive representatives are responsible for representing the interests of all employees in the unit they represent without discrimination and without regard to labor organization membership.

1704--8

EMPLOYEES:

It is expected that all employees become familiar with the major a
Civil Rights program including the objectives of the Forest's Affi
Action plan and the role of the Civil Rights Committee.

